



State of Louisiana
DIVISION OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL

M. J. "MIKE" FOSTER, JR.
GOVERNOR

October 28, 2002

MARK C. DRENNEN
COMMISSIONER OF ADMINISTRATION

OFFICE OF STATE UNIFORM PAYROLL MEMORANDUM #2003-24

TO: All ISIS HR Agencies

FROM: Jena W. Cary
Director

SUBJECT: Calendar Year 2004 OSUP Pay Period Table & OSUP Calendar

Attached are the 2004 Office of State Uniform Payroll (OSUP) processing table & calendar. The table & calendar covers the payroll periods from January 2004 through December 2004 and includes the following information:

Table:

- a. Pay Period number
- b. Pay Period From & To dates
- c. Check Date
- d. Insurance Month
Note: 04/30/2004 & 10/29/2004 check dates will be free of semi-monthly deductions.
- e. AFS Posting dates (regular payroll)
Note: 04/02/2004 & 10/01/2004 regular payrolls will be posted in a different month from the payday month.

Calendar:

- a. Payday
- b. Pay Checks free of Semi-Monthly Deductions
- c. Pay Period End Dates
- d. State Holidays

These documents, as well as Calendars for 2003 can be found at:

http://www.doa.state.la.us/osup/osup_calendars.htm

Postings for off-cycle payments are not included on the table since these postings may occur on a daily basis. Off-cycle payments will be posted in the evening on the next business day after the date of the payment. Any questions concerning the information on these attachments may be directed to Angel Vernon at (225) 342-5344.

JWC:ACV:kmb

Attachments: [OSUP Pay Period Table \(2004\)](#)
[OSUP Calendar \(2004\)](#)

Year 2004 Pay Periods

Pay Period	From	To	Check Date	Insurance Month	AFS Posting
1	12/22/2003	01/04/2004	01/09/2004	February	01/07/2004
2	01/05/2004	01/18/2004	01/23/2004		01/21/2004
3	01/19/2004	02/01/2004	02/06/2004	March	02/04/2004
4	02/02/2004	02/15/2004	02/20/2004		02/18/2004
5	02/16/2004	02/29/2004	03/05/2004	April	03/03/2004
6	03/01/2004	03/14/2004	03/19/2004		03/17/2004
7	03/15/2004	03/28/2004	04/02/2004	May	*03/31/2004
8	03/29/2004	04/11/2004	04/16/2004		04/14/2004
9	04/12/2004	04/25/2004	04/30/2004	Free	04/28/2004
10	04/26/2004	05/09/2004	05/14/2004	June	05/12/2004
11	05/10/2004	05/23/2004	05/28/2004		05/26/2004
12	05/24/2004	06/06/2004	06/11/2004	July	06/09/2004
13	06/07/2004	06/20/2004	06/25/2004		06/23/2004
14	06/21/2004	07/04/2004	07/09/2004	August	07/07/2004
15	07/05/2004	07/18/2004	07/23/2004		07/21/2004
16	07/19/2004	08/01/2004	08/06/2004	September	08/04/2004
17	08/02/2004	08/15/2004	08/20/2004		08/18/2004
18	08/16/2004	08/29/2004	09/03/2004	October	09/01/2004
19	08/30/2004	09/12/2004	09/17/2004		09/15/2004
20	09/13/2004	09/26/2004	10/01/2004	November	*09/29/2004
21	09/27/2004	10/10/2004	10/15/2004		10/13/2004
22	10/11/2004	10/24/2004	10/29/2004	Free	10/27/2004
23	10/25/2004	11/07/2004	11/12/2004	December	11/10/2004
24	11/08/2004	11/21/2004	11/26/2004		11/24/2004
25	11/22/2004	12/05/2004	12/10/2004	January	12/08/2004
26	12/06/2004	12/19/2004	12/24/2004		12/22/2004

* indicates payroll posting completed in a different month from payday.

2004

OSUP CALENDAR

Jan 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12*	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Feb 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29						

Mar 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

Apr 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 2004						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Jun 2004						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Jul 2004						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

Aug 2004						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sep 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

Oct 2004						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Nov 2004						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

Dec 2004						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

- Payday
- Pay Checks free of Semi-Monthly Deductions
- Pay Period Ends
- △ State Holiday
- △* Inauguration Day Holiday (Baton Rouge only)